	Job Description
JOB TITLE	Admissions Manager
REPORTING LINE	Head of Admissions
KEY INTERNAL CONTACTS	• Quality and Compliance Manager • Programme Directors • University academic and professional staff • iCentre team • Marketing team
KEY EXTERNAL CONTACTS	• Prospective and existing students & applicants. • Agents and other recruitment sources. • External organisations e.g. UCAS, UKNARIC.
OVERALL JOB PURPOSE	• To be responsible for the processing of student applications and admissions. • To ensure competent administration and record keeping of the admissions process including entry assessments e.g. Academic Interviews and English Language Proficiency Tests. • To contribute to the achievement of student recruitment targets.
KEY RESPONSIBILITIES	• Manage and process applications both direct and through UCAS. Manage other application-related enquiries and other forms of correspondence from prospective students and agents in a cooperative and positive manner. • Provide guidance on courses requirements, country-specific entry criteria, tuition fees, scholarships and other issues to both students and members of your team. • Dealing with Advanced Prior Learning enquiries and applications. Liaising with relevant academics to process in a timely manner. • Evaluate a wide variety of academic qualifications, make decisions and issue offers on non-complex applications, in line with agreed policies. • Assist in training new members of the Admissions team to ensure they can complete their duties to a desired standard. • Ensure that home office regulations are followed in the processing of international applications.

	• Liaise with appropriate staff when dealing with more complex applications and decisions. Moreover, taking important decisions on said applications.
	• Verify documents and carry out quality checks through liaison with external organisations or agencies.
	• Administer other stages in the application to admission process. This may include arranging for applicants to take an English Language Proficiency Test or attend an Academic Interview. To ensure that assessment day data is recorded and acted upon appropriately.
	• Assist with running assessment days, ensuring all students are aware what is required of them throughout the day and that it runs smoothly.
	• Ensure the appropriate and accurate recording of HESA data at the admissions stage.
	• Maintain accurate and up-to-date records using our standard IT systems.
	• Assist in the production of management reports and analysis.
	• Such other duties temporarily or on a continuing basis, as may reasonably be required.
	• Ensuring that all admissions policies and procedures are followed.
EDUCATIONAL REQUIREMENTS	**ESSENTIAL** • An Undergraduate degree or equivalent.
EXPERIENCE REQUIREMENTS	**ESSENTIAL** • Experience of marketing and/or customer service. • Experience of working in an Admissions setting • Experience of building relationships with external agencies. • Experience of working with NARIC • Experience of working in the HE sector **DESIRABLE** • Experience of working within UK Visa and Immigration guidelines • Experience of leading personnel and training others in admissions processes.

KNOWLEDGE / SKILLS	**ESSENTIAL** • Ability to quickly learn and retain new information related to the Admissions entry requirements • Experience of using Databases • Competence in Microsoft packages including Outlook • An understanding of the HE application process. • Ability to manage workload and remain organised during busy spells. • Familiarity with school structure and 12-year qualifications.
PERSONAL CHARACTERISTICS	• The ability to foster positive relationships, both internally and externally. • A commitment to delivering excellent customer service. • A commitment to university values. • An interest in developing professionally. • Excellent communication skills. • Excellent interpersonal skills. • Excellent organisational skills. • Commitment to equality and diversity.